

28 August 1987

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM:

Deputy Director of Training and Education

SUBJECT: Request for Waiver for FY 1987 Procurement Services

1. We request your approval to contract from FY 1987 funds with the American Education Complex for services to accredit our Secretarial Program through Central Texas College.

2. We have just completed negotiations with the Complex to establish an appropriate price. In this process, they briefly looked at our secretarial curriculum and indicated that a substantial part of it is already appropriate to accredit. The Complex will provide whatever additional course material is required to complete the requirements for an AA degree. They were chosen as the contractor because of related experience with the Office of Communications and their current security clearances.

3. Based on conversations OTE management has had with DA management, we believe the accreditation of our Secretarial Program is of sufficient priority to warrant a waiver of the procurement deadline. We also believe the \$20,000 charge is fair. Your approval is recommended.

Attachment:

Form 2420

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STATEMENT OF WORK

1.0 INTRODUCTION:

1.1 Based on training recommendations and requirements surfaced by a series of investigations over the past few years, the Office of Training and Education (OTE) has determined that it needs to expand its mission and functions to include alternative teaching methods. Ultimately, the needed programs will make greater use of new media and will provide greater availability to the audience. To achieve part of these goals, it is necessary for OTE to find an accredited academic institution that will give guidance and develop courses that can be utilized by both overt and covert employees. The first area of development, to which this statement applies, is secretarial training.

1.2 Develop OTE specific college-level educational program.

This program will be completed in phases, the first starting in October 1987 through December 1987 and including the following tasks:

Task 1.1 Conduct a review of all OTE course materials to determine applicability for award of college credit toward the degree program.

The American Educational Complex (AEC) will provide the required personnel to do a

comprehensive review and analysis of the OTE secretarial training program. The result of this effort will be the development of a course evaluation agreement between AEC and OTE for the purpose of granting evaluative credit to secretarial personnel. AEC personnel will review and analyze in detail the following OTE documentation:

OTE course catalog/course descriptions; course objectives; lesson plans; courses offered through correspondence; computer-based training; instructional video; audio-tutorial and other course material or relevant information.

Task 1.2 Develop and obtain approval for a proposed program of study the object of which is an Associate Degree in Secretarial Administration.

The American Educational Complex will develop a modular program of study that will include those evaluated courses of instruction presented to the secretarial personnel via self-study and classroom methods at their duty location. This program of study will constitute a two-year Associate Degree Program that will be submitted to the Coordinating Board of the State of Texas

for formal recognition and approval as an addition to the programs of study currently provided by Central Texas College. This will require considerable review and analysis by the college course evaluation faculty, the Dean of the American Technical Institute, and the Deputy Chancellor for College Programs. Coordination and briefings to the Coordinating Board staff will also be required as well as a formal presentation at a date prescribed by the Board. Any problem areas or questions identified will be resolved through direct coordination of all parties.

Task 1.3 Provide a course evaluation agreement that recognizes the secretaries' experience, education, and training.

As a result of Task 1.1 and Task 1.2, the American Educational Complex will be able to identify those courses and modules of courses that can be directly applied to the Associate Degree program of study. The award of precise semester hour credits will also be identified. The Individualized Comprehensive Evaluation Plan (ICEP) is a manual developed by the American Educational Complex to provide precise

information to evaluate credit that can be awarded for a student's job-related schools and training institutions. It will be the intent of the American Education Complex to include within the institution's ICEP Manual information relative to the secretarial student. A written agreement will be prepared based on the secretaries' job-related experience, education, and training.

2.0 TASKS:

2.1 The technical approach proposed by AEC to comply with each of the specified requirements has already been described to OTE. It includes a description of tasks to be performed, the methods to be utilized, and scheduling of time and manpower. An expansion of these steps follows:

Phase I: Conduct joint needs analysis and planning/development of the degree program.

The AEC staff, in cooperation with designated OTE representatives, will be responsible for conducting an assessment of the current secretarial training program. This assessment will focus on two separate areas: (1) an in-depth review of the prescribed job tasks and skill requirements upon

which the course addresses these tasks; and (2) an analysis of the needs for the transition of selected courses from the traditional method of presentation to a competency-based program of instruction. Each of these two principal areas of examination are discussed in greater detail below.

1. Review of curriculum design and development needs: This assessment will focus on a review of the existing programs of instruction with the purpose of identifying certain courses or blocks of instruction within the program that can and should be considered for curriculum revision. Further, it will detail means to convert the relevant lessons from the traditional lecture method to a competency based approach under which students can complete the course at their own speed.
2. Review of job tasks and required skills: This analysis will begin with an in-depth review of the identified tasks and skills that the student will be expected to perform on the job upon completion of the current program of instruction at OTE. Following this review, an examination of selected courses will be conducted to determine how closely the course objectives match the tasks and skills required on the job. In addition to identifying technical shortfalls that may exist, this review will also examine methods of presentation of the instructional materials

and the effectiveness of existing student handbooks and instructor guides.

3.0 Travel:

3.1 The project will require travel to OTE, where the data collection and analysis will be conducted. OTE undertakes to provide an area for the project staff to work as well as the opportunity to review and study key documentation related to the job requirements, job descriptions, course materials, and any other essential instructional materials included in the OTE training program. It is expected that approximately ten working days will be required to conduct the assessment over the period October through December 1987. Upon completion of the assessment, the contractor will prepare a complete written narrative on findings, conclusions, and recommendations. This report will also present a phased plan of implementation to meet OTE's requirements in this area.

4.0 Deliverables

4.1 The American Educational Complex will provide five copies of a needs assessment and related analysis to the designated Government representative within two weeks following the conduct of the assessment. This report will consist of the

following components:

- * Educational Prerequisites and Needs
- * Curriculum Design and Development Needs
- * Analysis of Teaching Methods and Techniques
- * Transition From Traditional to Self-Paced Approach

The above deliverables may be modified during the actual conduct of the assessment only by agreement between the designated Government representatives of OTE and the contractors.

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